

**PORT OF BENTON**  
**COMMISSION MEETING MINUTES**  
**September 3, 2014**

**A. CALL TO ORDER:** The regular monthly meeting was called to order at 8:30 a.m. at the Walter Clore Wine and Culinary Center, 2140 A Wine Country Road, Prosser, Washington. Present were Commissioners Jane F. Hagarty, Roy D. Keck and Robert D. Larson. Staff members present included Executive Director, Scott D. Keller, PPM ®; Director of Finance, Stuart Dezember, Director of Airports and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Director of Governmental Affairs, Diahann Howard; Administrative Assistant, Kelly Thompson, Real Estate Specialist, Teresa Hancock, Marketing and Communications, Wally Williams and Port Counsel, Tom Cowan. Also in attendance were Roger Wright, Marvin Kinney, Bob Stevens and Julie Petersen.

**B. PLEDGE OF ALLEGIANCE:** Teresa Hancock led those present in reciting the Pledge of Allegiance.

**C. CURRENT BUSINESS:**

**1. CONSENT ITEMS:** A motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission approving the August 7, 2014, Commission Meeting Minutes and approving Resolution 14-14, to Cancel Warrant No. 059809.

**2. WALTER CLORE WINE AND CULINARY CENTER:** Bob Stevens updated the Commission on the status of the approved operating budget for the remainder of 2014 and 2015. He advised there is a \$75,000 shortfall this year, and a predicted shortfall of \$20,000 for 2015. He discussed financial needs in obtaining exhibits. The number of tourists visiting the tasting room is increasing and staff is rotating local wines every month.

The Clore Center received a request for Heritage Gardens from the conservation grant. The board and staff of the Clore Center wish to place these on the property and maintain them. It was noted these particular gardens, mainly consisting of native plants, have to be maintained/relocated on the property for a period of ten years.

Mr. Stevens requested the reimbursement due to the Port in December, 2014, be deferred until December, 2015. The Commission requested Port Counsel to review this and, if the deferral were appropriate, prepare the necessary documents. Port Counsel will prepare the documents and the change in payments will be done in conjunction with Walter Clore Wine and Culinary Center's execution of the Quit Claim Deed and the Bill of Sale to the Port to clear title to the building and fixtures which belong to the Port.

**3. PROSSER ECONOMIC DEVELOPMENT ASSOCIATION (PEDA):** Julie Petersen

updated the Commission on business recruitment and expansion of PEDDA. She thanked the Port for partnering with them on economic development issues and sharing leads. Ms. Petersen also provided updates on the housing committee and water committee.

4. **UNSCHEDULED BUSINESS/VISITORS:** The Commission presented Marvin Kinney and Roger Wright with distinguished service awards for their hard work and dedication on the Walter Clore Wine and Culinary Center building project.

**D. COMMISSIONER COMMENTS:**

Commissioners Hagarty and Keck had no comments.

Commissioner Larson stated the Benton Ruralite (Periodical) featured a cover photo of Seven Gables Mercantile, and Debbie Augustavo, tenant at Vintners' Village. He commented he and the other Commissioners and staff will be attending the Tri-Cities "Branding" event held on September 5, 2014. Commissioner Larson also attended the Tri City Area Chamber of Commerce Luncheon, and that Representative Doc Hastings was the featured speaker.

- E. COUNSEL COMMENTS:** Counsel presented a draft policy for the Port's position on marijuana farming, manufacturing, processing or sales on Port property for the Commissioners' consideration.

Counsel reviewed the Port Commission position on the TestAmerica Lease. They agreed to approve a two year lease, with two, two year options at the exiting rental rate if TestAmerica would agree to demolish the buildings at the end of the lease. Counsel advised that TestAmerica asked for a five year lease with a five year option, in order to amortize the demolition costs. The Commission indicated that five plus five term would be acceptable, if TestAmerica would agree to demolish the buildings at the end of the lease and restore the property. During the lease, TestAmerica would be required to paint the buildings, upgrade the exterior appearance and agree to a landscaping plan to screen the property from adjoining properties.

- F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director discussed the update on the State Auditor's 2013 Audit. The Port received one finding with regard to the Walter Clore Wine and Culinary Center Federal Grant related to certified payroll. The Davis-Bacon Act requires that certified payroll be received weekly and monitored by the agency receiving the grant.

The Port received \$100,000 from Benton County. This represents their final payment for Crow Butte Park.

The Executive Director discussed the finders' fee agreement as presented by counsel, stating it represents a standard agreement which is used by like agencies (Cities, Counties, Ports).

**A motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission authorizing the Executive Director to execute the terms of the finder's fee agreement and to use it in the form presented.**

The Executive Director reviewed his recent trip with the Director of Airports to Omaha, Nebraska for the UP Short line Rail Conference. They met with representatives from the Union Pacific and

Tri-City Railroad Company.

The Executive Director discussed the entrance to Desert Wind and the Walter Clore Wine and Culinary Center.

**G. STAFF INFORMATION REPORTS:**

**MARKETING:** The Director of Marketing gave an update on current projects, including the fall newsletter, which is scheduled to be complete and distributed in October.

**GRANTS:** The updated copy of the Grants Status report was reviewed and discussed.

**GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT:** The Director of Governmental Affairs and Economic Development briefed the Commission on her projects. She also discussed the Beer & Whiskey Festival, set for October 11, 2014 at the Wine and Food Park. Town Square Media will be working with the Prosser Chamber of Commerce to promote a concert series in the summer of 2015. She also discussed Venezia Ristorante is interested in purchasing the .87 acre tract of land where their building is located in the Technology and Business Campus.

**H. SITE PROJECTS UPDATE:** The Commission was briefed on the Technology and Business Campus, Tri Cities Enterprise Center Building, Manufacturing Mall, Railroad, Richland Innovation Center, Richland Airport, Prosser Airport, Prosser Wine and Food Park, Vintners Village, Walter Clore Wine and Culinary Center, Benton City Industrial Park, Benton City Downtown Property and Crow Butte Park.

**I. PORT FINANCIAL ISSUES:** Vouchers audited by the Auditor as required by RCW 42.24.080 and certified expense reimbursement claims as required by RCW 42.24.090 have been recorded on a listing, which has been made available to the Port Commission. As of this date, September 3, 2014, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 02178 through 02228 totaling \$88,033.58 and General Expense Warrants numbered 59980 through 60174 totaling \$466,256.84 from the General Expense Fund.

**J. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:04 a.m.

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Roy D. Keck  
Commission Secretary